

AGENDA FOR THE VILLAGE OF SHOREWOOD HILLS PERSONNEL COMMITTEE

Date and Time: Thursday, April 7, 2022 – 6:30pm

Location: Virtual via Zoom

To register to speak on an agenda item, send an email to info@shorewood-hills.org before 8:00 am the day of the meeting detailing which item is of interest. Your comments may be limited to 3 minutes. Written comments on the agenda can be sent to info@shorewood-hills.org before 8:00 am the day of the meeting. Requests to speak and comments submitted after this date/time may not be able to be accommodated.

You can listen to the meeting by dialing: 1 312 626 6799 US (Chicago). Enter Meeting ID: 812 6563 9493 and Passcode: 965763

1. Call to Order
 - a. Note compliance with open meeting law
2. Approval of the Minutes
 - a. March 10, 2022
3. Reclassification of Staff Accountant/Administrative Assistant to Administrative Assistant
4. Administrative Assistant Hiring
5. Please take notice that the committee may adjourn to closed session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the jurisdiction exercises responsibility that require a closed session and may reconvene to open session as per Wisconsin State Statutes 19.85(2) to address any business that may be the result of the deliberations made in closed session (Deputy Clerk-Treasurer, PW Crewmember, and Forester hiring)
6. Next Meeting Date – May 5th, 2022 – 6:30pm
7. Adjourn

PLEASE TAKE NOTICE, that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible format, should contact the Municipal Clerk, 810 Shorewood Boulevard, or phone 267-2680, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Shorewood Hills who are not members of the above committee may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above meeting other than the committee identified in the caption of this notice.

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM
THE PERSONNEL COMMITTEE AND ARE
SUBJECT TO CHANGE UPON APPROVAL**

**Village of Shorewood Hills
Personnel Committee
Draft Meeting Minutes
Thursday, March 10, 2022, 6:45 p.m.**

1. Call to order

Chairperson Cokie Albrecht called the virtual meeting of the Personnel Committee to order at 6:52 p.m. Present, in addition to Ms. Albrecht, were Committee members, Amy Neeno-Eckwall, Erica Moeser, Laura Stephenson and Greg Lampe. Also in attendance were Village Administrator Sharon Eveland and Village Clerk-Treasurer Sam Liebert. Members Absent: Mary Gulbrandsen and Alan Goldenberg.

Chairperson Albrecht introduced the new Village Clerk-Treasurer, Sam Liebert, and asked him and members of the board to introduce themselves.

- a. **Note compliance with open meeting law** Ms. Eveland confirmed the meeting had been properly posted and noticed.

2. Approval of the Minutes

Motion by Moeser, seconded by Lampe to approve the minutes of January 12, 2022 (closed), January 24, 2022 (closed), February 9, 2022 (regular) and February 16, 2022 (regular). Motion carried 5-0

3. Compensation Study Update

Chairperson Albrecht stated that on February 21 at the Village Board Meeting, the Trustees considered the three RFPs. GovHR wanted an additional \$300 per job description. This would have brought the proposal up to \$21,000.00. The trustees did not approve the GovHR recommendation from the Personnel Committee and voted for the PAA proposal.

Ms. Eveland stated that the board's concern with cost wasn't directly related to the offers, as much as the other number of unbudgeted items they had taken on so far this year and their impacts on the budget. Chairperson Albrecht did stand in solidarity with the Personnel Committee and voted against the GovHR recommendation. Most of the work with PAA will be done with staff but there may be some items that will come back to the Personnel Committee, which would most likely be a special meeting.

Ms. Eveland asked the Personnel Committee for their comments on the peer communities that will be used in the compensation study and presented those to the board. The communities being considered are Cottage Grove, DeForest, McFarland, Monona, Oregon, Cross Plains, Mt. Horeb, Marshall, Bayside, Fox Point, Elm Grove, Belleville, Pewaukee, Butler, Maple Bluff and New Glarus. PAA will reach out to our peer communities and collect and study the pay ranges and benefit packages. We're also considering adding four additional communities to the list of Middleton, Fitchburg, Verona and Waunakee.

Moesser stated that she supported adding three of the four communities to the list except for Middleton.

Ms. Eveland stated PAA will not charge the village extra for adding these communities to the list.

Neeno-Eckwall stated that the list looked solid to her.

4. Personnel Manual

Ms. Eveland stated that personnel manual needs an update and that policies will need to be reviewed and revised. The process will begin around when the compensation study is finishing. It will require a lot of work and input from the committee. Item to consider will cover the hiring process, among other items.

5. Role of Personnel Committee

Ms. Eveland stated she does not need action tonight from the committee. She gave an update on last month's meeting. She is looking for direction tonight to put into writing a plan for the Personnel Committee to consider and act upon at next month's meeting. Ms. Eveland stated she was thinking of presenting a plan where hiring, discipline, wage setting and the management of people would be at the administrator level, and that the Personnel Committee would be responsible for setting policy, personnel manual, labor negotiations, grievance procedures, compensation studies and other general policy development.

Discussion was had by the committee.

Neeno-Eckwall stated there is a lot lost when you don't involve the Personnel Committee in the hiring process. The committee provides a resident's point of view when hiring new employees.

Ms. Eveland stated that it can sometimes be intimidating to have several people from the committee on the hiring committee during interviews. When hiring entry level positions, the administrator and department heads understand the technical skills needed.

Neeno-Eckwall stated that she was worried about processes making the hiring process too rigid. We should take advantage of the expertise of the village residents.

Ms. Eveland stated that she was not trying to cut out the residents. If the Personnel Committee doesn't want to go the route that she is recommending that is their prerogative to set that policy.

Chairperson Albrect recommended tabling this item until next month.

Lampe stated he agrees with Sharon's approach in seeing a standard hiring processes. Wants to see a plan from Sharon and then discuss.

Moesser stated that the committee has been inconsistent in the past with the hiring process. Would like to see some involvement from the Personnel Committee. Thinks that the committee establishes a comfort level for applicants and that members can express enthusiasm for the village. The pluses outweigh the negatives.

Stephenson stated that she agrees with a lot that has been said. Doesn't like the idea of the committee being cut out of the process. Had some expectations that the village board understood what the Personnel Committee does. We don't want to be a rubber stamp for the board and administration.

Ms. Eveland stated it is not her intent to have the committee be a rubber stamp. It is a matter of creating consistency in the hiring process. Can put together some bullet points in a write up for next month for the board to discuss.

Lampe stated that he liked when Sharon utilized the Personnel Committee in consultation with the hiring of the Forester and liked that consultative approach she took.

Neeno-Eckwall thanked Sharon and appreciated the opportunity to talk about this important issue.

Moeser stated that she enjoys knowing what is going on in the village. It might be useful on the agendas if there was a standard item or report from Sharon in terms of updates about employees. Doesn't want to be caught flat footed when residents ask questions.

6. Closed Session

Motion by Albrecht, seconded by Moeser to adjourn into closed session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the jurisdiction exercises responsibility that require a closed session and may reconvene to open session as per Wisconsin State Statutes 19.85(2) to address any business that may be the result of the deliberations made in closed session (Hiring Process Updates – PW Crewmember, Deputy Clerk-Treasurer, Forester)

A roll call vote was taken.

Motion carried 5-0

The Personnel Committee went into Closed Session at 8:10 pm.

The Personnel Committee came back into Open Session at 8:34 pm.

7. Next Meeting Date – April 7th, 2022 – 6:30 pm

8. Adjourn

Motion by Neeno-Eckwall, seconded by Stephenson to adjourn at 8:35pm.

Respectfully submitted,

Samuel E. Liebert
Village Clerk-Treasurer